

EARLY CHILDHOOD Career Ladder Application

APPLICANT: Complete Section 1 (Candidate Information) and Section 2 (Program Information).

1. CANDIDATE (PAYEE) INFORMATION:

Full Name (first, middle, and last) _____
 Home Address Street Number _____
 City _____ County _____ Zip Code _____
 Home Phone Number: _____ Date of Birth ____/____/____
 Provider's Social Security Number: _____ - _____ - _____ (Bonus monies must be reported as income to the IRS.)

2. PROGRAM INFORMATION:

Early childhood program you are currently employed in:

Program Name _____
 Program Address Street Number _____
 City _____ County _____ Zip Code _____
 Program Owner/Supervisor _____ Program Phone # _____

POSITION YOU CURRENTLY HOLD: (check one)

☐ Licensed or Residentially Certified Family Provider
 # of **unrelated** children you care for: _____
☐ Licensed Center Teacher / Caregiver
☐ Licensed Center Director
☐ Head Start Every Day Classroom Teacher or Teacher's Aid
☐ Head Start Education Specialist
☐ License Exempt Preschool Teacher
 (Include a copy of your preschool's business license.)
☐ License Exempt Preschool Director
 (Include a copy of your preschool's business license.)
☐ Other: _____

How many hours per week do you work in this position? _____

How long have you held this position in this program? _____ years and / or _____ months

Please note: In order to be eligible for an Early Childhood Career Ladder award you must be currently employed (**at the time you receive your certification and bonus**) working at least 20 hours per week with children ages birth through preschool, and must have been employed in that capacity for at least the past 6 months in the same program.

Please submit completed applications **and accompanying documentation of training** to: **CCPDI**

Mark inside which level(s) you are applying for.

Allow 4-8 weeks for the processing of your application.

**4600 South Redwood Road
Salt Lake City, UT 84123**

3. DO NOT COMPLETE THIS SECTION. For OCC office use only.

Business Type: Individual

Amount: \$ _____ Vendor # _____ Contract # _____ Invoice # _____

Submitted and Approved by: _____ Date ____/____/____

Fund	Agency	Low Org	Approp Unit	Activity Code	Object Code	Rept Category	Amount	Check Category
100	600	6160	N J B	6CAR		CCXP		03

EC LEVEL 1 - \$100 Bonus

DOCUMENTATION REQUIRED:

ALL of the following:

- _____ 10 hour Child Care / Early Childhood Health & Safety Course Certificate (EC/SA-1) *Requires a specific course offered through your local CCR&R Agency, **taken in the last 5 years**.*
- _____ 10 hour Child Development: Ages & Stages Certificate (EC/SA-2) *Requires a specific course offered through your local CCR&R Agency, **taken in the last 5 years**.*
- _____ 10 hour Learning in the Early Years Course Certificate (EC-1) *Requires a specific course offered through your local CCR&R Agency, **taken in the last 5 years**.*
- _____ Currently valid Red Cross (or equivalent) first aid AND CPR certifications
- _____ Currently valid local Health Department Food Handler's Permit

EC LEVEL 2 - \$200 Bonus

DOCUMENTATION REQUIRED:

BOTH of the following:

- _____ Copy of Level 1 EC Career Ladder Certificate, **AND**
- _____ Certificates of completion for **four** of the following eight courses offered through your local CCR&R Agency, **taken in the last 5 years**:
 - _____ A Great Place for Kids! (EC-2)
 - _____ Strong & Smart! (EC-3)
 - _____ Learning to Get Along (EC-4)
 - _____ Advanced Child Development (EC/SA-3)
 - _____ Looking to Learn (EC/SA-4)
 - _____ Working Together (EC/SA-5)
 - _____ Creating Good Child Care (EC/SA-6)
 - _____ More Than Babysitting (EC/SA-7)

EC LEVEL 3 - \$300

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 2 EC Career Ladder Certificate, **AND**
- _____ Certificates of completion for **the remaining four** CCR&R Level 2 courses **taken in the last 5 years**, and not already used for Level 2 certification

Option 2:

- _____ Copies of official transcripts verifying the completion of 3 semester college credits in courses dealing specifically with children ages birth through preschool (**See note after Level 7.**)

EC LEVEL 4 - \$400 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Utah High School Skills Certificate in Child Development, **AND**
- _____ Copy of Utah High School Skills Certificate in Child Care

Option 2:

- _____ Copy of a currently valid CDA or CCP credential

Option 3: BOTH of the following:

- _____ Copy of Level 3 EC Career Ladder Certificate, **AND**
- _____ Completion certificates for any four Level 1-3 or Career Ladder Endorsement courses **taken in the last 5 years**, and not already used for a previous level of certification

Option 4: BOTH of the following:

- _____ Copy of Level 3 EC Career Ladder Certificate, **AND**
- _____ Documentation (copies of official transcripts or CEU certificates) of three **new** early childhood CEUs or college credits not already used for a previous level of certification (units or credits completed **after** your Level 3 certification)

Option 5:

- _____ Copies of official transcripts verifying the completion of 6 prior semester college credits in courses dealing specifically with children ages birth through preschool (**See note after Level 7.**)

EC LEVEL 5 - \$500 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 4 EC Career Ladder Certificate, **AND**
- _____ Completion certificates for any four Level 1-3 or Career Ladder Endorsement courses **taken in the last 5 years**, and not already used for a previous level of certification

Option 2: BOTH of the following:

- _____ Copy of Level 4 EC Career Ladder Certificate, **AND**
- _____ Documentation (copies of official transcripts or CEU certificates) of three **new** early childhood CEUs or college credits not already used for a previous level of certification (units or credits completed **after** your Level 4 certification)

Option 3:

- _____ Copies of official transcripts verifying the completion of 9 prior semester college credits in courses dealing specifically with children ages birth through preschool (**See note after Level 7.**)

EC LEVEL 6 - \$600 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 5 EC Career Ladder Certificate, **AND**
- _____ Completion certificates for any four Level 1-3 or Career Ladder Endorsement courses **taken in the last 5 years**, and not already used for a previous level of certification

Option 2: BOTH of the following:

- _____ Copy of Level 5 EC Career Ladder Certificate, **AND**
- _____ Documentation (copies of official transcripts or CEU certificates) of three **new** early childhood CEUs or college credits not already used for a previous level of certification (units or credits completed **after** your Level 5 certification)

Option 3:

- _____ Copies of official transcripts verifying the completion of 12 prior semester college credits in courses dealing specifically with children ages birth through preschool (**See note after Level 7.**)

EC LEVEL 7 - \$700 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 6 EC Career Ladder Certificate, **AND**
- _____ Completion certificates for any four Level 1-3 or Career Ladder Endorsement courses **taken in the last 5 years**, and not already used for a previous level of certification

Option 2: BOTH of the following:

- _____ Copy of Level 6 EC Career Ladder Certificate, **AND**
- _____ Documentation (copies of official transcripts or CEU certificates) of three **new** early childhood CEUs or college credits not already used for a previous level of certification (units or credits completed **after** your Level 6 certification)

Option 3:

- _____ Copies of official transcripts verifying the completion of 15 prior semester college credits in courses dealing specifically with children ages birth through preschool (**See the note immediately following this level.**)

NOTE:

*The prior college credit option for Levels 3 through 7 is only for those applicants who **do not** already have a one year certificate, associate's degree, bachelor's degree, or graduate degree which meets the 15 credit hour early childhood requirement. Applicants who submit college transcripts to qualify for Levels 3 through 7 must submit copies of complete official transcripts for all college coursework completed to date, and will be awarded the highest level they qualify for based on their complete transcripts. Additional levels of certification will require the completion of additional training.*

EC LEVEL 8 - \$800 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of 1 year college certificate in early childhood or child care **AND**
- _____ Copy of official college transcripts verifying completion of at least 15 semester credits in courses dealing specifically with children ages birth through preschool

Option 2: BOTH of the following:

- _____ Copy of an Early Childhood Certification from a MACTE (Montessori Accreditation Council for Teacher Education) accredited training program. (See <http://www.macte.org>) **AND**
- _____ Copy of official Montessori transcripts

EC LEVEL 9 - \$900 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of diploma verifying an associate's degree **AND**
- _____ Copy of official college transcripts verifying completion of at least 15 semester credits in courses dealing specifically with children ages birth through preschool

Option 2: BOTH of the following:

- _____ Copy of diploma **and** official transcripts verifying an associate's degree which **does not** meet the 15 credit hour early childhood requirement, **AND**
- _____ Copy of Level 7 EC Career Ladder Certificate

EC LEVEL 10 - \$1000 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of diploma verifying a bachelor's or graduate degree
- AND**
- _____ Copy of official college transcripts verifying completion of at least 15 semester credits in courses dealing specifically with children ages birth through preschool

Option 2: BOTH of the following:

- _____ Copy of diploma **and** official transcripts verifying a bachelor's or graduate degree which **does not** meet the 15 credit hour early childhood requirement
 - AND**
 - _____ Copy of Level 7 EC Career Ladder Certificate
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Questions?

If you have questions about the Career Ladder Program or your Career Ladder application, contact the Office of Child Care at (801) 526-4340, or 1-800-622-7390.

For a schedule of current training classes, call your local Child Care Resource & Referral (CCR&R) Agency listed below, or visit the Office of Child Care website at: jobs.utah.gov/occ

Utah's CCR&R Agencies

BRIDGERLAND CCR&R – *Box Elder, Cache, and Rich*
(435) 797-1552, or toll free: 1-800-670-1552

NORTHERN CCR&R – *Davis, Morgan and Weber*
(801) 626-7837, or toll free: 1-888-970-0101

METRO CCR&R – *Salt Lake and Tooele*
(801) 355-7444, or toll free: 1-800-839-7444

MOUNTAINLAND CCR&R – *Summit, Utah, and Wasatch*
(801) 222-8220, or toll free: 1-800-952-8220

EASTERN CCR&R – *Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah*
(435) 613-5619, or toll free: 1-888-637-4786

WESTERN CCR&R – *Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Washington, and Wayne*
(435) 628-4843, or toll free: 1-800-543-7527